

Chapter Four

TRAINING AND COMPLIANCE

TECHNICAL ASSISTANCE

Institutions may request technical assistance and training at any time by contacting any Educational Opportunity Grant (EOG) staff member.

PROGRAM REVIEW

Higher Education Coordinating Board (HECB) staff will review institutional administrative practices to determine compliance with rules, regulations, and program guidelines. The burden of proof for a grant recipient's eligibility is with the institution. Each participating institution must keep intact and accessible records pertaining to the eligibility, receipt and expenditure of EOG funds. This includes all accounting records and supporting documents necessary to verify how funds were spent.

Institutions must be able to, if requested by the HECB, reconstruct the calculations and rationale supporting the student's EOG eligibility. Institutions must keep records that are reasonably accessible, either electronically or on microfilm. If the institution stores records electronically, it must maintain a hard copy or microfilm backup. If a review determines that an institution has failed to comply with program rules and regulations or guidelines, the institution must reimburse the program in the appropriate amount.

RECORDS RETENTION

Records relating to the EOG program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for and receipt of, EOG funds must be maintained for six years.